

SELF-SERVICE CENTER

PROCEDURES FOR APPOINTMENT OF PERSONAL REPRESENTATIVE AFTER YOU HAVE FILED THE APPLICATION

USE THIS PACKET IF:

- ✓ You want to apply to be the Personal Representative of the estate of a person who died with or without a Will.
- ✓ You already completed and filed the APPLICATION FOR APPOINTMENT and gave notice to everyone who is entitled to notice by law.
- ✓ You filed or will file with the Probate Registrar the PROOF OF MAILING OF NOTICE and also the AFFIDAVIT OF PUBLICATION if you had to publish.

HOW TO GET APPOINTED AND HAVE THE WILL ADMITTED:

STEP 1

Bring the following documents with you to the Probate Registrar at the court location you chose to file all the papers. The Probate Registrar will file the **originals**. Make sure you have made extra copies of all originals so that the Probate Registrar can make conformed (date-stamped) copies for you:

- APPLICATION FOR APPOINTMENT (copy)
- Will, if decedent had a Will (copy should be attached to Application)
- Signed WAIVER OF RIGHT TO APPOINTMENT and CONSENT (**if anyone signed**) (original plus at least one copy)
- Signed WAIVER OF BOND (**if anyone signed**) (original plus at least one copy)
- NOTICE OF APPLICATION (original plus at least one copy)
- PROOF OF NOTICE OF DELIVER/MAILING OF APPLICATION (original plus at least one copy)
- AFFIDAVIT OF CIRCUMSTANCES OF PUBLICATION and AFFIDAVIT OF PUBLICATION (**if you published**) (original plus at least one copy)
- STATEMENT OF INFORMAL APPOINTMENT (original plus at least one copy)
- LETTERS and ACCEPTANCE OF APPOINTMENT (original plus at least one copy)
- ORDER TO PERSONAL REPRESENTATIVE (original plus at least one copy)

STEP 2

Before you make any copies, complete the STATEMENT OF INFORMAL APPOINTMENT except for the part about the bond and the signature of the Probate Registrar. Also, complete the caption of the LETTERS, and the caption of the ORDER TO PERSONAL REPRESENTATIVE, which includes the information about you, the decedent (name of the person who died), and the case number, which begins with "**PB**".

STEP 3

If all is in order, the Probate Registrar will:

- Sign the STATEMENT,
- Submit the Will (if there is one),
- Issue the LETTERS OF APPOINTMENT, **AND**

- Sign the ORDER TO PERSONAL REPRESENTATIVE.

Then you will sign the ACCEPTANCE OF APPOINTMENT and acknowledge receipt of the ORDER TO PERSONAL REPRESENTATIVE (This form is required by local rule in Maricopa County **only**).

STEP 4

If you are required to post a bond, the Probate Registrar **will not** sign the LETTERS until you have filed proof of the bond. After you file proof of the bond get the LETTERS issued.

STEP 5

You will need to get a certified copy of the LETTERS, to prove you were appointed. The cost is \$18.00 per certified copy plus \$0.50 per page to do this. Also ask the Probate Registrar to conform a copy of the STATEMENT OF INFORMAL APPOINTMENT for you.